

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



November 2, 2005

COUNTY FISCAL LETTER (CFL) No. 05/06-30

TO: COUNTY WELFARE DIRECTORS
COUNTY WELFARE FISCAL OFFICERS

SUBJECT: FISCAL YEAR (FY) 2005/06 CHILD WELFARE SERVICES
OUTCOME IMPROVEMENT PROJECT (CWSOIP) FINAL
ALLOCATION AND CLAIMING INSTRUCTIONS

REFERENCE: CFL No. 05/06-26 dated September 28, 2005; FY 2005-06
Child Welfare Services (CWS) Pilot Planning Augmentation,
(individual county letters), dated August 26, 2005; FY 2005/06
CWSOIP Planning Allocation (individual county letters) dated
September 22, 2005; All County Information Notice (ACIN) No.
I-42-05 dated July 20, 2005, CFL No. 05/06-04 dated July 5,
2005.

The purpose of this letter is to provide counties with their final allocation and claiming instructions for the CWS Outcome Improvement Project (CWSOIP). A total of \$12.7 million in total funds has been made available upon approval of the FY 2005/06 Budget Act and FY 2004/05 funds reappropriated for the CWSOIP. Total program funding consists of a combination of State General Fund (SGF), Title IV-E, State Children's Trust Fund (SCTF), and Promoting Safe and Stable Families (PSSF) funds.

Individual county allocations were based on funding requests for activities as submitted by counties and approved jointly by the California Department of Social Services' Children's Services Operations Bureau and the County Welfare Director's Association representatives. Individual planning allocation letters were provided to you either on August 26 or September 22, 2005. Attachment I displays each county's CWSOIP allocation based on funding source and in total. Attachment II details the allowable activities for claiming costs against Title IV-E, PSSF, and SCTF funds.

CLAIMING INSTRUCTIONS

These instructions will be effective beginning with the December 2005 quarter. Please carefully read the descriptions for the allowable activities on Attachment II as some activities are not allowed for all fund sources. Attachment II is a guide for counties to determine what fund sources should be used.

TITLE IV-E

Title IV-E funds can be matched with SGF or SCTF depending upon the county's allocation.

No SCTF money shall be used to supplant SGF in CWS for any purpose. PSSF can not be used to match Title IV-E. There are two Program Codes (PC) 037 and 032 for claiming Title IV-E depending whether the match is SGF or SCTF.

It is important to remember that only certain administrative and/or training activities can be claimed to Title IV-E. Attachment II contains the conditions for claiming activities for allowable Title IV-E funding. CFL No. 05/06-26, dated September 28, 2005 provides a comprehensive list of allowable Title IV-E administrative and training activities. Services can not be funded with Title IV-E.

Counties are also reminded that Title IV-E enhanced training dollars are only available to fund training for county welfare department employees and foster parent and child care providers of Title IV-E children, pursuant to federal regulations at 45 CFR 1356.60(b)(1).

To claim Title IV-E with SGF as a match use PC 037-CWSOIP/Cohort1 (formerly titled Cohort 1). This PC will be funded at 50/50/0/0 (Federal/State/Health/County) for administrative costs and for staff development the sharing ratio is 75/25/0/0.

<u>Code</u>	<u>Type Code</u>	<u>Title</u>
037	PC	CWSOIP/Cohort1
038	SUO	CWSOIP/SUO/Cohort1
039	SUO	CWSOIP/Cohort-nonfed
0371	Time Study	CWSOIP/Cohort1
037088-91*	PIN	Support Operating
037092	PIN	Casework OT/CTO
037093	PIN	Support Staff OT/CTO
037094	PIN	Start-up/Nonrecurring Costs
A58	DTP	CWSOIP/Cohort1

To claim Title IV-E with SCTF as the match use PC 032 – CWSOIP/SCTF/Cohort 1 (formerly titled Cohort 1). This PC will be funded at 50/50/0/0 (Federal/State/Health/County) for administrative costs and the staff development sharing ratio is 75/25/0/0.

<u>Code</u>	<u>Type Code</u>	<u>Title</u>
032	PC	CWSOIP/SCTF/Cohort 1
033	SUO	SUO CWSOIP/SUO Cohort 1
034	SUO	SUO CWSOIP032/SUOCohort1032
0321	Time Study	CWSOIP/SCTF/Cohort 1
032088-91*	PIN	Support Operating
032092	PIN	Casework OT/CTO
032093	PIN	Support Staff OT/CTO
032094	PIN	Start-up/Nonrecurring Costs

Effective with the December 2005 quarter, PIN Codes 032031, 032060, and 032068 have been deleted. For the former 11 Cohort counties who have been charging costs to these codes, all related costs should now be reported to either PC 059 or PC 072, as appropriate.

For each of these program codes, any costs exceeding the SGF or SCTF allocation will shift to County Only Funds via a State Use Only (SUO) Code.

*Counties with a letter of intent on file may claim the costs to Program Identifier Number (PIN) 037088-91; all other counties must allocate the costs.

The federal discount rate will be applied to PC 037 and PC 032.

PSSF FUNDS

The PSSF funds provide community-based, family-centered services to focus on supporting and preserving families, protecting children and preventing child abuse and neglect to enable children to remain in their own homes.

CWSOIP PSSF funds will be shown as an augmentation to your FY 2005/06 PSSF allocation on the County Expense Claim. If your county received an allocation for PSSF, the PSSF program costs are claimed to:

- PC 515 Family Preservation Services
- PC 516, FPSP Family Support Services
- PC 675 Adoption Promotion and Support
- PC 676 Time-Limited Family Reunification

Any PSSF expenditures for CWSOIP which exceeds the PSSF allocation in Attachment I will be charged against that county's existing FY 05/06 PSSF allocation.

As a reminder, PSSF expenditures will be monitored to assure that counties are claiming at least 20 percent of costs to each of the four above mentioned categories.

Costs claimed to PC 515, 516, 675 and 676 will be funded at 100/00/00/00 (Federal/State/Health/County).

STATE GENERAL FUNDS

SGF can be used for activities or services that are not Title IV-E eligible in the county's approved plan. PC 059 – CWSOIP/SGF/Cohort1 (formerly Cohort1 nonfed SGF) will be used to claim costs to be funded with SGF fund only. The sharing ratio for PC 059 is 0/100/0/0 (federal/state/health/county). This PC will not draw down any Title IV-E funds.

<u>Code</u>	<u>Type Code</u>	<u>Title</u>
059	PC	CWSOIPnonfedSGF/Cohort1
038	SUO	CWSOIP/SUO/Cohort1
0591	Time Study	CWSOIPnonfedSGF/Cohort1
059031	PIN	Contracted Services
059060	PIN	Direct Service Delivery
059068	PIN	Direct Costs
059088-91*	PIN	Support Operating
059092	PIN	Casework OT/CTO
059093	PIN	Support Staff OT/CTO
059094	PIN	Start-up/Nonrecurring Costs
A59	DTP	CWSOIPnonfedSGF/Cohort1

*Counties with a letter of intent on file may claim the costs to PIN 059088-91; all other counties must allocate the costs.

Any costs exceeding the SGF allocation will shift to County Only Funds via a SUO Code.

STATE CHILDREN'S TRUST FUND (SCTF)

SCTF can be used for activities that promote child abuse and neglect prevention and intervention. A new PC, 072 – CWSOIP/SCTF/Cohort1 has been established to claim costs to be funded with SCTF only. If SCTF activities do not include a Title IV-E match, counties should claim to PC 072. PC 072 will not draw down any Title IV-E funds.

<u>Code</u>	<u>Type Code</u>	<u>Title</u>
072	PC	CWSOIP/SCTF
033	SUO	SUOCWSOIP/SUOCohort 1
0721	Time Study	CWSOIP/SCTF
072031	PIN	Contracted Services
072060	PIN	Direct Service Delivery
072068	PIN	Direct Costs
072088-91*	PIN	Support Operating
072092	PIN	Casework OT/CTO
072093	PIN	Support Staff OT/CTO
072094	PIN	Start-up/Nonrecurring Costs
A60	DTP	CWSOIP/SCTF

*Counties with a letter of intent on file may claim the costs to PIN 072088-91; all other counties must allocate the costs.

The sharing ratio for PC 072 is 0/100/0/0 (Federal/State/Health/County).

Chief, Childrens' Services Operations and Evaluation Branch at (916) 651-8111.
Any questions regarding claiming or the allocation should be directed to
fiscal.systems@dss.ca.gov.

Sincerely,

GLORIA MERK
Deputy Director
Administration Division

FY 2005/06
CWS OUTCOME IMPROVEMENT PROJECT ALLOCATION

ATTACHMENT I

COUNTY	SGF	FEDERAL TITLE IV-E	PSSF	SCTF	TOTAL FUNDS
Alameda	\$12,500	\$7,500	\$330,000	\$330,000	\$680,000
Alpine	\$0	\$0	\$0	\$0	\$0
Amador	\$0	\$0	\$0	\$0	\$0
Butte	\$12,125	\$25,021	\$170,971	\$95,454	\$303,571
Calaveras	\$0	\$0	\$0	\$0	\$0
Colusa	\$0	\$0	\$0	\$0	\$0
Contra Costa	\$0	\$14,280	\$0	\$23,800	\$38,080
Del Norte	\$0	\$0	\$0	\$0	\$0
El Dorado	\$13,438	\$562	\$12,500	\$0	\$26,500
Fresno	\$193,958	\$116,375	\$0	\$0	\$310,333
Glenn	\$20,000	\$3,000	\$15,000	\$4,000	\$42,000
Humboldt	\$6,188	\$31,838	\$0	\$46,875	\$84,901
Imperial	\$0	\$0	\$0	\$0	\$0
Inyo	\$10,563	\$6,338	\$0	\$0	\$16,901
Kern	\$0	\$133,463	\$355,900	\$222,438	\$711,801
Kings	\$0	\$0	\$0	\$0	\$0
Lake	\$0	\$0	\$0	\$0	\$0
Lassen	\$45,514	\$9,308	\$0	\$0	\$54,822
Los Angeles	\$60,938	\$126,562	\$0	\$262,500	\$450,000
Madera	\$67,011	\$0	\$67,011	\$0	\$134,022
Marin	\$50,000	\$0	\$50,000	\$0	\$100,000
Mariposa	\$104,727	\$32,198	\$228,659	\$100,000	\$465,584
Mendocino	\$11,250	\$6,750	\$171,946	\$0	\$189,946
Merced	\$228,125	\$136,875	\$180,000	\$0	\$545,000
Modoc	\$35,000	\$5,625	\$0	\$9,375	\$50,000
Mono	\$0	\$0	\$0	\$0	\$0
Monterey	\$90,244	\$22,561	\$127,846	\$0	\$240,651
Napa	\$94,037	\$56,422	\$43,399	\$0	\$193,858
Nevada	\$1,125	\$4,425	\$66,000	\$6,250	\$77,800
Orange	\$25,000	\$127,500	\$0	\$187,500	\$340,000
Placer	\$5,000	\$9,300	\$5,000	\$15,500	\$34,800
Plumas	\$0	\$0	\$0	\$100,000	\$100,000
Riverside	\$35,000	\$0	\$465,000	\$0	\$500,000
Sacramento	\$21,875	\$37,500	\$0	\$40,625	\$100,000
San Benito	\$29,695	\$17,816	\$0	\$0	\$47,511
San Bernardino	\$100,000	\$37,500	\$37,500	\$0	\$175,000
San Diego	\$263,183	\$103,454	\$90,758	\$0	\$457,395
San Francisco	\$149,304	\$0	\$693,486	\$51,210	\$894,000
San Joaquin	\$50,000	\$47,812	\$100,000	\$179,688	\$377,500
San Luis Obispo	\$48,438	\$10,312	\$17,190	\$14,060	\$90,000
San Mateo	\$91,406	\$10,969	\$0	\$14,625	\$117,000
Santa Barbara	\$121,875	\$73,125	\$0	\$0	\$195,000
Santa Clara	\$219,527	\$78,750	\$547,932	\$125,000	\$971,209
Santa Cruz	\$254,069	\$59,785	\$632,779	\$0	\$946,633
Shasta	\$108,706	\$17,109	\$73,673	\$0	\$199,488
Sierra	\$21,944	\$4,556	\$60,900	\$0	\$87,400
Siskiyou	\$54,755	\$6,001	\$107,724	\$0	\$168,480
Solano	\$261,585	\$105,277	\$354,320	\$0	\$721,182
Sonoma	\$161,746	\$54,401	\$70,994	\$0	\$287,141
Stanislaus	\$42,500	\$0	\$42,500	\$0	\$85,000
Sutter	\$52,878	\$0	\$0	\$0	\$52,878
Tehama	\$42,031	\$2,344	\$22,500	\$3,125	\$70,000
Trinity	\$0	\$0	\$0	\$0	\$0
Tulare	\$45,313	\$27,187	\$0	\$0	\$72,500
Tuolumne	\$93,750	\$56,250	\$0	\$0	\$150,000
Ventura	\$178,125	\$106,875	\$0	\$0	\$285,000
Yolo	\$20,500	\$0	\$20,500	\$0	\$41,000
Yuba	\$86,211	\$937	\$290,935	\$0	\$378,083
TOTAL	\$3,641,159	\$1,733,863	\$5,452,923	\$1,832,025	\$12,659,970

ALLOWABLE ACTIVITIES**Title IV-E, Promoting Safe and Stable Families (PSSF), State Children's Trust Fund (SCTF)**

	Title IV-E
Purpose of IV-E	The primary use of Title IV-E is to provide federal financial participation for the Federal Foster Care and Adoptions Assistance Programs and the related costs of those programs.
Allowable Activities	<ul style="list-style-type: none"> • Training for personnel employed by the State or local agency administering the program. • Training for current or prospective foster or adoptive parents. • Referral to services. • Preparation for and participation in judicial determinations. • Placement of the child. • Development of the case plan. • Case management and supervision. • Recruitment and licensing of foster homes and institutions. • Costs related to data collection and reporting.
Nonallowable Expenditures	<ul style="list-style-type: none"> • Costs of social services provided to a child, the child's family, or the child's foster family. • Case management activities for children in candidacy that do not meet Title IV-E requirements. • Investigations.

	PSSF
Purpose of PSSF	<p>The federal PSSF grant provides community-based, family-centered services to focus on supporting and preserving families, protecting children and preventing child abuse and neglect to enable children to remain in their own homes.</p> <p>NOTE: A minimum of 20 percent of PSSF funds must be spent on each of the four components of the program.</p>
Allowable Activities	<p><u>Family Preservation Services</u></p> <ul style="list-style-type: none"> • Service programs designed to help children where safe and appropriate, return to families from which they have been removed; be placed for adoption or in some other planned, permanent living arrangement; • Preplacement preventive service programs, such as intensive family preservation programs; • Service programs designed to provide follow-up care to families to whom a child has been returned after a foster care placement; • Respite care of children to provide temporary relief for parents and other caregivers (including foster parents); • Services designed to improve parenting skills with respect to matters such as child development, family budgeting, coping with stress, health, and nutrition; and • Infant safe haven programs. <p><u>Family Support Services</u></p> <ul style="list-style-type: none"> • Includes community-based services to promote the safety and well-being of children and families designed to increase the strength and stability of families (including adoptive, foster, and extended families), increase parents' confidence and competence in their parenting abilities, afford children a safe, stable, and supportive family environment, strengthen parental relationships and promote healthy marriages, and otherwise enhance child development. • Services include, but are not limited to, home visitation, parent education, information and referral services, family counseling services, early development of children to assess the needs of children, literacy services, and health education for children and parents.

	<p><u>Time-Limited Family Reunification Services</u></p> <ul style="list-style-type: none"> • Services and activities that are provided to a child that is removed from the child's home and placed in a foster family home or a child care institution and to the parents or primary caregiver of such a child, in order to facilitate the reunification for the child safely and appropriately within a timely fashion. • Individual, group, and family counseling; • Inpatient, residential, or outpatient substance abuse treatment services; • Mental health services; • Assistance to address domestic violence; • Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries; • Transportation to or from any of the services and activities described above. <p><u>Adoption Promotion and Support Services</u></p> <ul style="list-style-type: none"> • Services and activities designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children, including such activities as pre- and post-adoptive services and activities designed to expedite the adoption process and support adoptive families; • Identifying prospective adoptive parents; • Assuring a foster care permanency option, or with older adolescents preparing for independent living; and • Preparing an adoption plan assessment on the child.
Nonallowable Expenditures	The purchase of a building or vehicle can not be direct charged to PSSF.

	SCTF
Purpose of SCTF	Purpose of SCTF is to provide enhanced funding for child abuse and neglect prevention and intervention programs in CWS.
Allowable Activities	<ul style="list-style-type: none"> • Development of a public-private partnership by encouraging consistent outreach to the private foundation and corporate community. • Public awareness activities shall include, but not be limited to, the production of public service announcements, posters, pamphlets, booklets, videos, and other media tools. • Research and demonstration projects that explore the nature and incidence and the development of long-term solutions to the problem of child abuse. • Can be used to augment training.
Nonallowable Expenditures	No SCTF money shall be used to supplant SGF for any purpose used in the CWS system.

REMINDER:

Counties are reminded that Division 31 regulations specify which case management activities can not be contracted out.

NOTE:

If the county does not have an open CWS case, counties may use the codes under PC 059 to claim these activities.

For implementing Differential Response, counties should report costs for administrative activities to SGF that do not meet the federal definition of pre-placement preventative activities.